

**U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City**  
**VACANCY ANNOUNCEMENT NUMBER: HCMALL 15/56**

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** **Environmental, Science, Technology & Health (ESTH) Assistant**

**OPENING DATE:** November 16, 2015

**CLOSING DATE:** **November 30, 2015**

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** Ordinarily Resident: FSN-9; US\$15,416.00 (Starting salary)  
Not-Ordinarily Resident: FP-5 steps 1 through 4\*; US\$50,883 (Starting Salary)  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City is seeking eligible and qualified applicants for the position of ESTH Assistant.

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of the position serves as the economic section's technical expert on the Government of Vietnam's policies and regulations, as well as the views of the private sector, academics and non-governmental organizations, relating to the environment, science, technology and health and entrepreneurship issues in Consulate General HCMC's Consular District. The ESTH Assistant reports to the Economic Officer managing the ESTH portfolio and supports the Consulate's diplomatic, representational and reporting duties for the following issues: 1) Represent the U.S. Government's interest on a range of environmental issues, including environmental protection, biodiversity conservation including wildlife protection, coastal management, fisheries management, water resources management, disaster management and global climate change; 2) Science & technology cooperation, including science policy and bilateral cooperation, education and research partnerships between U.S. and Vietnamese scientific institutions and universities, nuclear science and biotechnology; 3) Health, including health policy and cooperation, joint research, training and capacity building, and partnerships between U.S. and Vietnamese health institutions and universities; 4) Promoting bilateral cooperation for joint scientific research on the health and environmental impacts of dioxin; 5) Reporting on and supporting the development of the entrepreneur ecosystem in HCMC's Consular District.

**QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Bachelor's degree in Science, Environmental Health, Public Policy, Arts and Sciences, Finance, Economics or Business Administration is required.
2. **EXPERIENCE:** Must have at least three years prior work experience in government or non-government policy development, research or advocacy.
3. **LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.
4. **SKILLS AND ABILITIES:** Must have 1) strong verbal and written communication skills; 2) superior analytical and English language report writing skills; 3) strong word-processing skills and the ability to translate, interpret and analyze data using MS Excel; and 4) strong inter-personal skills.  
Must be able to 1) work under pressure, prioritize urgent and important tasks, 2) develop close working relationships with American and Vietnamese staff as well as liaise with Vietnamese interlocutors on a wide variety of issues and support needs; 3) maintain the ESTH contact database and the protocol event program; 4) identify ways to

accomplish key tasks that create a better working environment; 5) set up appointments and manage the schedules of high-level visitors; and 6) solve problems creatively.

- 5. JOB KNOWLEDGE:** Must possess 1) an in-depth knowledge of local environmental conditions and science and health policy, as well as a thorough understanding of the Vietnamese political system, including the decision making and regulatory process; 2) a solid understanding of Vietnamese government structure, Communist Party of Vietnam operations, the local business and entrepreneur environment, and Vietnamese civil society; 3) general knowledge of USG policies related to environment, science, technology, health and entrepreneurship; 4) general knowledge of policies and positions of the Government of Vietnam, the international donor community, and the private sector on ESTH issues.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website <http://hochiminh.usconsulate.gov/jobs.html>

### **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the Mission's security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### **HOW TO APPLY**

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <http://hochiminh.usconsulate.gov/jobs.html>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMPEP).

### **WHERE TO APPLY:**

Management Office

E-mail Address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.